# **Topic 2: Building Information**

#### Introduction:

This topic will demonstrate how to add and edit a building for inspection using the PASS DCD 2.1 software.

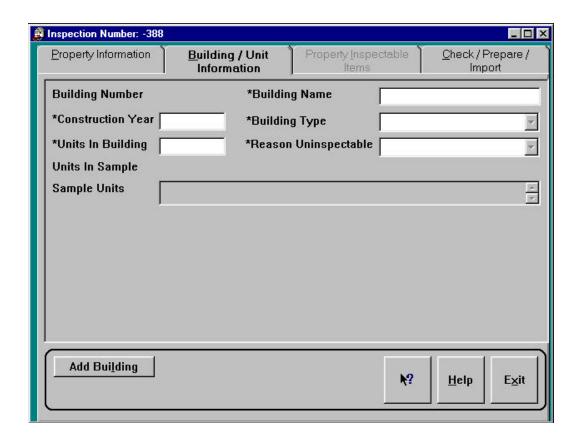
## Walkthroughs:

- Walkthrough 5 Add Building Information
- Walkthrough 6 Edit Building Information

### Walkthrough 5: Add Building Information

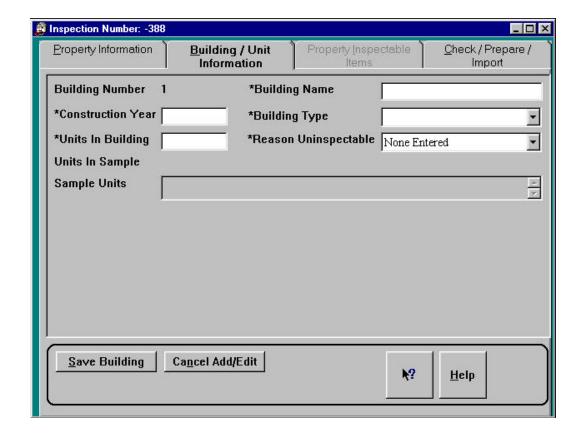
#### Step 1: Single-click the **Building/Unit Information** tab.

The Building/Unit Information screen opens.



## Step 2: Single-click the Add Building button.

A screen displaying fields for building information opens.

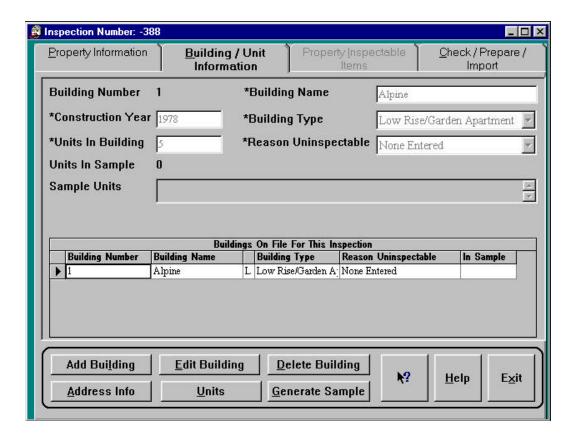


NOTE: PASS DCD 2.1 AUTOMATICALLY ENTERS THE BUILDING NUMBER IN THE ORDER THE BUILDING IS ADDED.

NOTE: THE ASTERICK (\*) BEFORE A FIELD NAME INDICATES A REQUIRED FIELD.

- **Step 3:** Enter the building information in the appropriate fields.
- **Step 4:** Single-click the **Save Building** button.

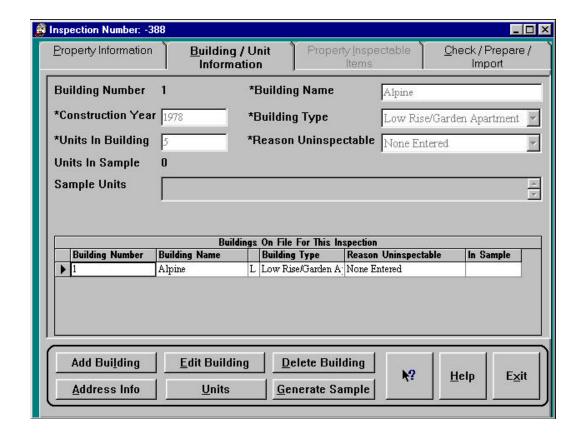
The *Building/Unit Information* screen re-opens with the building information displayed.



#### Walkthrough 6: Edit Building Information

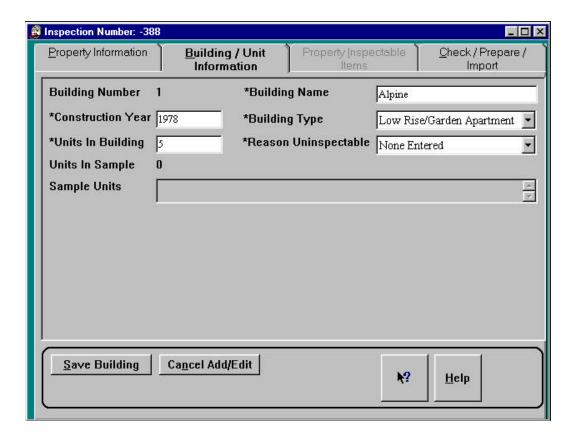
**Step 1:** Single-click the **Building/Unit Information** tab.

The Building/Unit Information screen opens.



- **Step 2:** Single-click the building number to be edited under the **Building Number** column.
- Step 3: Single-click the Edit Building button.

The building information fields become active for building information to be edited.



- **Step 4:** Edit building information as applicable.
- **Step 5:** Single-click the **Save Building** button.

The Building/Unit Information screen re-opens.